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SALES REPORT

JANUARY 65 THRU JUNE 65

<u>ITEM</u>	<u>TOTAL SALES</u>	<u>TOTAL PROFIT</u>
RUSSELL STOVER CANDY	\$ 2,279.30	\$ 269.00
Swersey Candy	141.20	16.45
Dinner Host	94.00	14.00
Georgetown Flower Show	127.20	10.60
U. of Maryland	102.30	3.30
Georgetown Garden Tour	31.50	NA
Ice Capades	2,564.25	131.75
Globetrotters	174.00	12.00
B. & B. Circus	1,936.55	100.00
Hexagon	8.50	.50
ALOC	279.80	18.70
Senators	2,976.55	149.05
Constitution Hall	4,635.35	88.53
Warner Theatre	3,831.89	180.19
K-B Theatre	3,484.52	182.96
Uptown	473.40	26.01
Exercise Clothing	888.45	102.20
Carter Barron	1,308.85	54.75
Shady Grove	670.30	27.75
Redskin - Exhibition	225.75	10.75
Extinguishers	8,259.85	1,161.85
Refills	478.50	23.70 LOSS
Tennis Balls	97.75	9.75
Golf Equipment (June ohly)	207.80	22.05
Fitness Books		
	\$35,282.11	\$2,579.31

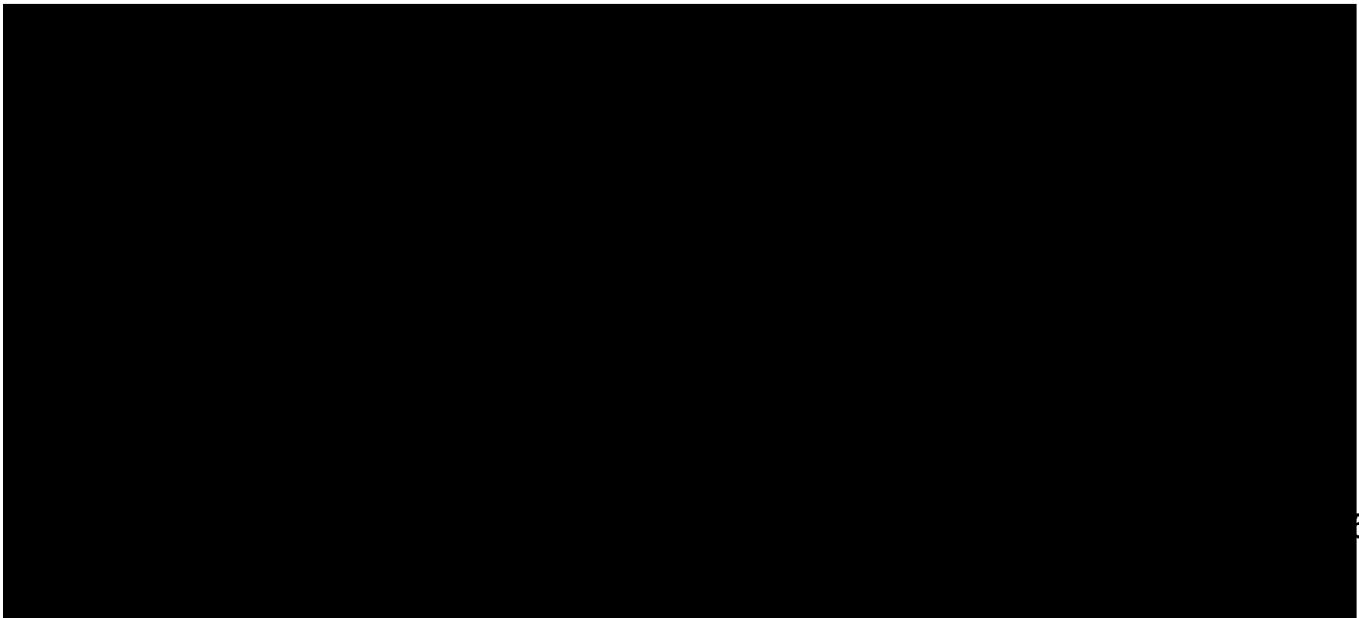
2. Casualty Standards and Planning:

One of the highlights of this Division's accomplishments during the Fiscal Year was the issuance of the regulation, [REDACTED] on casualty planning. This issuance represents the result of an intensive effort for more than two years to develop a means or mechanism by which to control commitments being made to certain types of employees for death and disability as well as to establish requirements for advanced planning for Agency action to be taken in the event of a casualty among the employees concerned. This was a new concept, and it was developed because of some sad experiences in past casualty situations. While the issuance of the regulation itself took some time to clear the process of coordination, BSD worked on casualty annexes throughout the reporting period, and much progress was made even before the issuance of the regulation. The wisdom of such an approach and the benefit to be derived from advanced planning has already been demonstrated. During the reporting period, we worked with two DDP divisions on some extremely sensitive death cases. Our work in these cases was made much easier because there had already been developed a casualty plan to take effect should such a casualty occur. When the casualty did occur, we were able to move through the process of notification of next of kin and the settlement of benefits almost uneventfully.

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3. Missing in Action Cases:

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4. Agency Retirement Board

See Attached Report

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5. Fund Drives

See Attached Report

6. Insurance

Sometime ago, we initiated talks with the Bureau of Retirement and Insurance on the war risk exclusion clause in the Federal Employees' Group Life Insurance. It was our hope that the exclusion clause could be modified to cover our employees serving in war risk areas. When Agency personnel were involved in the Saigon bombing incident in March 1965, we intensified our discussions with the Bureau. Despite the fact that he had not taken final action to modify the exclusion clause, the Director, Bureau of Retirement and Insurance granted approval for the payment of accidental death and dismemberment benefits for our employees.

The UBLIC insurance plan had an aviation exclusion clause denying accidental death and dismemberment benefits for policyholders who were injured or killed while serving as pilot or crew member. Through negotiations with the underwriter, this exclusion clause has been modified to provide accidental death and dismemberment benefits to these pilots and crew members, if at the time of their death or injury, they are in the performance of their duty.

7. Miscellaneous

a. Time was spent in resolving health benefits, FEGLI, and certain procedural questions arising from cases of employees retiring under the provisions of the new CIA retirement. It is clear that a continuing relationship will exist between the insurance and retirement activities of this Division and the CIA retirement activity.

b. After much delay and confusion, the Office of General Counsel and we were able to resolve the matter of military staff agents drawing retirement pay from the military while at the same time receiving Agency salary.

c. We secured an acceptance, finally, of the role of the Director of Personnel in reviewing pension plans and other fringe benefits proposals sought by proprietary organizations. Several such plans were received and studied.

d. A closer relationship was developed with the Agency's insurance proprietary, [REDACTED]

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7. Miscellaneous (Cont'd)

e. Special support, including trips to the field, was given to OSA on a variety of problems associated with two extremely sensitive projects.

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2. Benefits and Counseling Branch
3. Insurance Branch
4. Central Processing Branch
5. Incentive Awards Branch
6. Credit Union

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~~SECRET~~~~CONFIDENTIAL~~Activities in the Office of the Chief 3 AUG 1965

Attached are reports prepared by employees assigned to the Office of the Chief, i. e. , Fund Drive Coordinator and the Executive Secretary, Agency Retirement Board. In addition to those reports, submitted below are items which have involved other representatives assigned to the Office of the Chief, as well as the personal activities of the Chief. Because of C/BSD's historical involvement in certain programs, e. g. , MIA activity and insurance, which are normally included in Branch reports, certain additional comments will be found below.

1. Employee Activities

In our last annual report we discussed difficulties encountered with the Clandestine Services in connection with conducting a membership drive for the Employee Activity Association. At the same time, we expressed the hope that we could overcome the resistance by the Clandestine Services to such a drive by developing procedures that would assure no compromise of the security and cover of Clandestine Services personnel by their participation in the Association's activities. After a series of lengthy meetings, through the mechanism of a Board of Review consisting of representatives of Personnel, Central Cover, and Security, detailed procedures were developed and Agency-wide concurrence was obtained to conduct a membership drive in March 1965. In our view, the membership drive was an outstanding success because approximately 30% of Agency employees were signed up.

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Association membership has grown to [REDACTED] members. Of this number, 180 are sponsors at a dues cost of \$25; 152 are patrons at a dues cost of \$10; and the balance are annual \$2 members.

EAA sales activity for Fiscal Year 1965 hit a high of \$82,000 gross. Some of the more outstanding sales items were our sale of Christmas candy—2 1/2 tons of it—which grossed \$6,085; fire extinguishers, \$8,738; Redskin Football tickets, \$7,532; Senator Baseball tickets, \$5,299; Hayes Concert Bureau, \$4,635; Shady Grove, \$4,791; and Carter Barron, \$7,735. There were, of course, many other sales and an overall listing is attached.

Clubs and activities also experienced growth with some clubs increasing membership to as many as 150. The following are examples of the kinds of activities that took place:

a. The Agency Chorale put on their third annual Christmas concert, including a special performance for the USIB, as well as a Spring concert.

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b. The Art and Camera clubs assisted the Agency's Fine Arts Commission in presenting an Art and Photo exhibit for the first time in Headquarters. Many of the club members had entries in the show.

c. The Four Season's Garden Club treated Agency employees to several flower shows this past year. Climaxing these was the successful Spring Show in the South Cafeteria Concourse with more than 100 attractive arrangements on display.

d. A Fencing Club was fully organized this year with matches on each Monday in the South Cafeteria concourse of Headquarters and instruction for beginners.

e. The Bridge Club put on three tournaments that were open to Agency employees during the year with valuable trophies for the winners.

f. Tennis tournaments and instruction were offered for the first time.

g. The EAA sponsored its first, all league, post season bowling tournament. EAA made the arrangements for the alleys, a buffet dinner afterwards, and trophies for the various winners.

h. The fourth annual trophy presentation was held in the auditorium in May honoring winning teams and members of EAA sports programs with over 160 men and women receiving awards. The Executive Director-Comptroller and the Director of Personnel were guests of honor. In a separate ceremony, the Association presented a plaque of appreciation to General Carter for his past support of and assistance to the Association.

Barbershop: After a long period of discussion and negotiation, agreement was finally reached for the opening of a barbershop in Headquarters Building under GSI auspices. BSD worked with GSI and the barbershop manager in developing plans for equipment, special procedures, etc. Of significance is the fact that the Employee Activity Association will receive 6 1/2% of the gross profits of this barbershop. The barbershop opened on 25 January 1965 with three barbers and has been received well by Agency employees. Since opening day [REDACTED] have had haircuts in this barbershop. Use of this facility has reached the point where a fourth barber will be on duty in the fall. 25X9

Exercise Room: See Attached Report

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2 JUL 1965

Exer. Rm.

ANNUAL REPORT

Fiscal Year 1965

Headquarters Physical Fitness Room

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1. The Physical Fitness Room opened in Room BE-48 1 September 1964 after expenditures of about \$10,000 for renovations to the room and \$8,500 for equipment. The manager, Mr. [REDACTED] was designated by the DD/S; the Physical Fitness Director, Mr. [REDACTED] was employed to furnish professional guidance to participants. The room opened on an experimental basis with hours of operation around the clock, seven days a week, except from 9:30 p.m. to 11:30 p.m. on Mondays, Wednesdays, and Fridays when it is closed for cleaning; each participant was charged \$0.35 per visit -- this included the cost of showers, towels, and soap; the Physical Fitness Director was on duty from 9:30 a.m. until 6 p.m. each working day.

2. After three months of operation, it was recommended that the hours of operation continue as originally set; that the charge for each visit be reduced to \$0.25 or that participants be allowed to prepay \$6.25 per quarter in advance; also, that the net income from the Physical Fitness Room would be turned over to the Office of Finance quarterly (costs of soap, paper shoes, and minor repairs to equipment are paid from the gross income); that the room be reserved for the use of female employees one day per week from 9:30 a.m. to 2 p.m. and from 5 p.m. to 7:30 p.m.. However, based on an appeal from representatives of the Agency women, the room was reserved for their use two days a week, effective 1 May 1965.

3. In October participants were offered the opportunity to store their gym cloths in nylon net bags on the condition that they keep them clean. As of 30 June, 302 men have been assigned storage space and 62 women have used the nylon net bags.

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4. The participation in the Physical Fitness Room has exceeded our expectations, especially as a result of a charge being made for the use of the room. Between 1 September 1964 and 30 June 1965, the room was used 7,886 times by men and 848 times by women for a grand total of 8,734.

MEN

<u>Hours</u>	<u>1964</u>				<u>1965</u>						<u>Total</u>
	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	
0931-1130	245	364	351	401	366	438	576	92	286	287	3,406
1131-1800	229	224	221	210	399	398	514	733	321	304	3,553
1801-0930	70	85	76	71	101	101	108	77	123	115	927
Total	544	673	648	682	866	937	1198	902	730	706	7,886

WOMEN

<u>Hours</u>	<u>May</u>	<u>June</u>	<u>Total</u>
0930 - 1400	344	276	620
1700 - 1930	127	101	228
Total	471	377	848

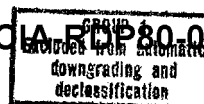
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Deputy Chief, Benefits and Services Division

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1 JUL 1965

MEMORANDUM FOR: Chief, Benefits and Services Division
FROM : Executive Secretary, Agency Retirement Board
SUBJECT : Annual Report, Fiscal Year 1965

1. In June 1965 letters were sent to those individuals who will be eligible for retirement five years hence in 1970. These letters encourage the individuals to start their planning for retirement now. One hundred and sixty employees will reach eligibility in the calendar year 1970. Sixty will be 60 years of age and have 30 years service while the remaining 100 will be 62 years of age with more than five but less than 30 years of service. A comparison with the preceding four years as follows:

	1966	1967	1968	1969	1970
Age 60 - 30 years service	<u>35</u>	<u>33</u>	<u>38</u>	<u>49</u>	<u>60</u>
Age 62 - 5 or more years of service	<u>92</u>	<u>94</u>	<u>91</u>	<u>96</u>	<u>100</u>
Total	127	127	129	145	160

2. The length of service for those eligible for retirement in 1970 as compared with 1968 and 1969 is:

<u>Yrs of service</u>	<u>Less than 10</u>	<u>10-14</u>	<u>14-19</u>	<u>20-24</u>	<u>25-29</u>	<u>30</u>
1968	1	6	19	23	42	38
1969	0	7	14	27	48	49
1970	1*	1	21	30	47	60

*This employee resigned early 1965.

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Executive Secretary
Agency Retirement Board

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15 JUL 1965

MEMORANDUM FOR: Chief, BSD/OP

SUBJECT : Activity Report -- Fund Drive Coordinator
1 July 1964 -- 30 June 1965

1. GENERAL. This is a report for the period of 1 July 1964 through 30 June 1965 for the following activities.

- a. Fund Drive Activity
- b. Public Service Awards Program

2. FUND DRIVE ACTIVITY

a. UGF Account for the 1963-64 Campaign

(1) Pledges made by Agency employees to UGF during the 1963-64 campaign totaled \$109,739.75. All of this was paid to UGF except \$1,895.10 which was cancelled as uncollectable--this represents 1.7% shrinkage. The percent of shrinkage in the Agency's 1963-64 UGF account was lower than it had been in previous years and was very low in comparison with the usual 6% shrinkage in pledges made to UGF by Government employees in the Washington area.

(2) Audit Report 1963-64 Fund Drives

The audit report of the Consolidated Charities Committee, made on 3 September 1964, was very satisfactory. The report stated "Internal control procedures showed considerable improvement and the accounting system developed by the Policy and Planning Staff was established and properly maintained". No recommendations by the Auditor were developed as a result of the audit.

b. Agency Consolidated Fund Drive 1964-65

(1) GENERAL

(a) The Consolidated Fund Drive was conducted in the Agency during the period 14 September through 30

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October 1964. Pledges and gifts were solicited for the Combined Federal Campaign (CFC) and for Public Service Aid Society (PSAS) and Educational Aid Fund (EAF).

- 25X1A (b) The Consolidated Fund Drive was a great success. The total amount pledged to CFC (UGF, the National Health and the International Services Agencies) was \$188,841 which represents 136.2% of the Agency CFC goal of \$138,600. CIA ranked second highest among the larger agencies in the National Capital Area in the percent of CFC goal attained. The contributions to charity and health organizations in the Agency exceeded the total amount contributed last year to the UGF, National Health and Joint Crusade Agencies by more than \$28,390. The drive in Headquarters and in the [REDACTED] field brought contributions of \$14,804 to PSAS, an all-time high, and \$11,200 to EAF. This was the first time funds were solicited for EAF and the results were greater than anticipated by the Consolidated Charities Committee.

(2) Financial Report on 1964-65 Combined Federal Campaign

- (a) Contributions and pledges reported to CFC totaled \$188,841.00.

Percent of Pledges Paid in Cash - 52%

Percent of Pledges to be Paid by Payroll

Withholding - 43%

Percent of Pledges to be Paid by Direct

Billing - 5%

- (b) Current Status of Agency 1965 CFC Account

/1/ Total Amount of Pledges and Contributions - \$188,841

/2/ Total Amount Paid to CFC \$134,000

Due to CFC by 31 December 1965 \$ 54,841

- (c) Status of 1964-65 CFC Accounts Maintained by the Fund Drive Coordinator

/1/ The total amount pledged to CFC to be paid by installments (Direct Billing) was \$9,368.50.

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/2/ Status of Accounts as of 30 June 1965

- /a/ Total Amount Paid on Accounts \$5,908.75
- /b/ Total Amount of Cancellations \$179.00
- /c/ Total Amount Due on Active Accounts by
31 December 1965 \$3,280.75
(There are 164 active accounts)

3. PUBLIC SERVICE AWARDS PROGRAM

- a. The time schedule for selecting Agency candidates for public service awards programs was changed during the reporting period. Nominations for all public service awards programs were made last year early in the fall and a list of Agency candidates for each of these awards programs was forwarded to the Director in October. This new procedure proved to be effective. More candidates were nominated by the Deputy Directors for these awards than in previous years--six women were nominated for the Federal Woman's Award and six candidates were nominated for the National Civil Service League Award. Nominating candidates for all the awards simultaneously gives the Director more time to select Agency candidates and also allows more time for the preparation and submission of nominating documents to the respective award-sponsoring organizations.
- b. The Agency was invited to nominate candidates for nine public service awards programs during the reporting period. We nominated Agency candidates for five of these programs. The Agency was very proud to have Mr. Kirkpatrick selected as one of the four distinguished civilians who received the President's Award. President Johnson presented these awards on 22 June 1964. The Agency was also proud that two other members of our Agency were selected as 1965 winners for the two of the most coveted awards--The Federal Woman's Award and the National Civil Service League Award. We nominated candidates for the Rockefeller Public Service Awards, but 1965 winners have not yet been announced.
- c. The administration of the public service award program during the reporting period involved the preparation of a staff paper proposing the new nominating procedure, the solicitation of nominations, the preparation and processing of nominating

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documents, and making arrangements for Agency officials and employees to attend the Federal Woman's Award Banquet and the National Civil Service League Dinner.

4. PLANS FOR FISCAL YEAR 1966

a. Fund Drive Activity

- (1) One combined campaign for charitable and health organizations will be conducted again in Federal agencies in the Washington Area. This drive has been tentatively scheduled for 15 September through 30 October. Payment of pledges by payroll allotment will be authorized. No determination has been made, but it is expected that the Agency fund drive soliciting funds for EAF and PSAS will be conducted concurrently with the Combined Federal Campaign.
- (2) Specific plans concerning the 1964-65 fund drives will be made when the Civil Service Commission completes their CFC plans. The changes to be made by the Commission will not probably cause our Agency to make any major changes in our procedures.
- (3) Representatives of the Office of Finance and the Office of Personnel plan to make some changes concerning the handling and processing of the payroll allotment cards.
- (4) Plans will also be proposed by the Fund Drive Coordinator to conduct some training for Agency Office Chairmen and Keymen prior to the opening of the fund drive in September. We found last year that the procedures involved in conducting one drive were necessarily complicated. It is thought that time and effort will be saved if the Fund Drive Coordinator can arrange some oral briefings for various groups of Office Chairmen and Keymen prior to the beginning of the drive. Every effort will be made to simplify the procedures and to prepare clear and simple instructions for the individual employee as well as for Keymen.

b. Public Service Awards Program

- (1) A memorandum soliciting nominations for 1965-66 public service awards programs was forwarded to the Executive Director-Comptroller and the Deputy Directors on 11 June 1965. Nominations of candidates were requested on or

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before 15 August 1965. Plans are made to send to the Director a list of candidates for all the awards programs early in September. By requesting nominations earlier this year, it is hoped that the public service awards program will be even more effective than it was last year, and that the Agency will nominate candidates for each award program.

- (2) A Public Service Awards Handbook is being prepared and will be forwarded for publication in July. It is believed that by publicizing the criteria for selecting candidates for these awards, we will make supervisors at all levels more "awards minded".
- (3) Plans are being made by the Chief of the Suggestion Awards Branch to give recognition to Agency winners and nominees at the Awards Ceremony to be conducted in September 1965.

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[REDACTED]

Fund Drive Coordinator
BSD/Office of Personnel

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16 JUL 1965

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Annual Report - Fiscal Year 1965

Attached is the Branch's Annual Report covering progress and achievements during the period 1 July 1964 - 30 June 1965, specific plans for Fiscal Year 1966, and general objectives for Fiscal Year 1967.

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Chief, Benefits and Counseling Branch

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